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DELIVERABLE INFORMATION	
TYPE OF DELIVERABLE:	☑ Payable ☐ Non-Payable
CONTRACTOR:	Xerox
PROJECT NAME:	BOS
DELIVERABLE #:	5.4.3.6
DELIVERABLE TITLE:	Semi-Monthly Project Status Report 18 of 34
DUE DATE PER CONTRACT:	N/A

DELIVERABLE SUBMISSION AND REVIEW HISTORY			
Deliverable Submission #	**Date and Time Received From Contractor**	**Date Returned to Contractor**	**Notes / Comments**
1	05/29/13		
2		06/03/13	State Accepts Semi-Monthly Project Status Report 18 of 34

STATE FINAL APPROVAL AND ACCEPTANCE OF DELIVERABLE		
APPROVED BY:	**SIGNATURE**	**DATE**
Agency IT Lead:		
Agency Project Manager:	*Cece E* For S. Delouse	6/3/13

Distribution	Original: Project Office - Agency Contract Monitor
	Copies: Contractor

Exchange Documentation and Finance Use

☐	Scan Deliverable Acceptance Form & Deliverable Document into single document (naming convention is deliverable # and document name)
☐	E-mail above scan to Xerox Team (Bill DeLange-bill.delange@xerox.com and Kimberly Johnson- KimberlyJohnson3@xerox.com)
☐	Validate Cost; Post to Contract Log
☐	RCVD Invoice and Process Payment (contact: Karen Robinson-karen.robinson@xerox.com)
☐	Update online CALT and Exchange CALT File (If Applicable)

Semi-Monthly Status Report

Overall Project Status
Y

1. PMO

Project:	**PMO**	Reporting Period:	**5/11/2013 to 5/23/2013**		Overall Status
Lead:	**Kim Johnson / Matt Benton**	Planned Finish:	**TBD**		Y

Accomplishments This Period – 5/11/2013 to 5/23/2013	Planned Activities for Next Period – 5/24/2013 to 6/7/2013

1. Resource Management
  a. Continued recruiting and hiring activities
    • Identified training specialist and technical writer (awaiting approval to offer),
    • Project Manager (Michelle replacement)
    • Working on approval for Ops manager and business analysts
    • Identifying EDMS support analysts
    • Scheduling Analyst/PMO support position to start 5/28
  b. Facility in Henderson is moved into. However, we are waiting on Verizon circuit installation and telephony install and security badges.
 	
2. Project Schedule
  a. Schedule revisions in progress to include all aspects of the project
  b. Full update of schedule currently being completed
 	
3. Project Management Plan/Processes
  a. Updated PMP as a consolidated document in support of Gate Review
 	
4. Risk & Issue Management
  a. Updated internal risk & issue log and completed thorough review within project
 	
5. Change Control
  a. Continued internal review of change control items
  b. Created internal change request log in project internal SharePoint
 	
6. Quality Management
  a. Conducted internal review of deliverables and provided feedback to authors
  b. Conducted analysis on resource gaps and redundancies in roles
 	
7. Reporting/Project Tools/Templates
  a. Submitted meeting minutes for the Semi-Monthly Project Status Meeting 5/10/13
	1. Resource Management
	  a. Hire and onboard additional resources (Ops Manager, BSA, BA)
	  b. Continue installation and set-up of Las Vegas and Henderson
	
	2. Project Schedule
	  a. Update project schedule with revised development plan/schedule
	  b. Thorough review of project schedule to include dependencies and resources
	
	3. Project Management Plan/Processes
	  a. Verify status of plans and processes with Exchange to ensure timely return of comments and responses.
	
	4. Risk & Issue Management
	  a. Conduct bi-weekly internal risk & issue meeting
	
	5. Change Control
	  a. Continue change control meetings
	  b. Identify additional items to review with the Exchange
	
	6. Quality Management
	  a. Continue reviewing deliverables and provided feedback internally
	  b. Revise project writing Guidelines based on recent Exchange feedback and update QM Review Checklist
	
	7. Reporting/Project Tools/Templates
	  a. Continue inputs of action items, deliverables, and artifacts to SharePoint site

Schedule

Overall Schedule Status	G		
Milestones	**Due Date**	**% Comp**	**Status**
1. Provide Gate Review Content to Exchange	6/7/2013	50%	G

Risks/Issues

Overall Risk/Issue Status	Y		
Risk/Issue	**Due Date**	**Owner**	**Status**
Issues			
1. Schedule revisions based on development resource realignment	04/01/2013	Xerox	Y
2. Changing project needs have created a spike in resource demands	4/14/2013	Xerox	Y
Risks			
1. **Cultural Change Management**: The amount of required changes required for State systems, business processes, and staff over which the Exchange has limited influence.	TBD	TBD	Y

Action Items

Item	Due Date	Owner	Status
1. Provide the final background check instruction package to the Xerox Team once it is approved.	10/04/12	Shawna	In Process

Items for Discussion

Item	Notes	Opened Date
1. None		

2.   Requirements

Project:	**Requirements**	Reporting Period:	**5/11/2013 to 5/23/2013**		**Overall Status**
Lead:	**Anthony Montero**	Planned Finish:	**TBD**		**Y**

Accomplishments This Period – 5/11/2013 to 5/23/2013

1. **Requirements Validation Review (RVR)**
   a. Waiting approval requirement changes identified during RVR sessions (October 2012)

2. **Requirements Specification Deliverable (RSD)**
   a. Completed first set of updates including edits that were identified through an internal requirements review that have been be incorporated into the 2nd submission of RSD C
   b. Finalized integrating Exchange comments into the updated files
   c. Submitted new version of RSD C to the Exchange – 2nd Submission

3. **Requirements Traceability Matrix (RTM)**
   a. Addressed Exchange comments on RTM C and resubmitted for approval
   b. Updated the DOORS tool to align with the changes being incorporated into RSD C
   c. Updated Work Packages in DOORS to align with development phase of the solution

4. **Requirement and Configuration Sessions (RACS)**
   a. Set up requirement clarification session around APTC and Manual verifications (tentatively scheduled 5/22)

5. **System Design Document (SDD)**
   a. Met with internal Xerox team individually to interpret various parts of the design efforts
   b. Conducted SDD Kick-off Meeting with solution component owners / writers
   c. Submitted updated draft of SDD DED for Exchange review
   d. Built TOC and other sections templates
   e. Began populating templates and other sections by coordinating with content owners

Planned Activities for Next Period – 5/24/2013 to 6/7/2013

1. **Requirements Validation Review (RVR)**
   a. Finalize RVR identified requirements changes as part of the change control process

2. **Requirements Specification Deliverable (RSD)**
   a. Continue updates and/or including edits that were identified through an internal requirements review that will be incorporated next version of RSD
   b. Submit updated versions of the RSD as needed
   c. Work with Test team on finalizing an approach to address IV&V's comment around defining how each requirement is measured.

3. **Requirements Traceability Matrix (RTM)**
   a. Continue meeting with design, development, and testing to incorporate artifacts
   b. Create links in DOORS tool to align Work Packages and different artifacts with help from business partners
   c. Create top-down traceability to see different artifacts being mapped to Attch O.
   d. Build in means of measuring requirements (if needed), per IV&V

4. **Requirement and Configuration Sessions (RACS)**
   a. Complete analysis of untraced requirements and determine if additional requirements sessions are required
   b. Hold requirement clarification sessions as needed

5. **System Design Document (SDD)**
   a. Meet with internal Xerox teams individually to interpret various parts of the RSD for design efforts
   b. Conduct SDD content touch points with solution component owners / writers
   c. Support content owners as they populate SDD templates
   d. Continue Populate templates and other sections by coordinating with content owners

Schedule

Overall Schedule Status	G		
Milestones	*Due Date*	*% Comp*	*Status*
1. DELIVERABLE: RTM for Release C Submitted	5/17/13	100%	G
2. DELIVERABLE: System Design Document	6/7/13	10%	Y

Risks/Issues

Overall Risk/Issue Status	G		
Risk/Issue	*Due Date*	*Owner*	*Status*
Issues			
1. More detailed design meetings (outside of RACs) should be taking place to make adequate process towards developing components of the solution.	TBD	TBD	G
Risks			
1. Change Control: Not all requirements were provided in	TBD	TBD	Y

Schedule

Risks/Issues			
the guidance from CMS.			
2. System Design Document: Tight timeline to deliver first version to CMS requires a commitment from all business partners to make the deliverable due date.	TBD	TBD	**Y**

Action Items			
Item	*Due Date*	*Owner*	*Status*
1. None			

Items for Discussion		
Item	*Notes*	*Opened Date*
1.		

Requirements Traceability Dashboard

Total Requirements:	484	% of Process Flows created:	246 (96%)
Requirements Traced:	438 (91%)	% Requirements Traced to User Stories:	170 (87%)
Requirements NOT Traced:	30 (6%)	% of Work Packages created:	0 (0%)
Requirements Deleted:	16 (3%)	% of Requirements Traced to Work Packages:	0 (0%)
		% of Interface Design artifact created:	43 (91%)
		% of Detailed Design artifact created:	0 (0%)
		% Requirements Traced to Technical Use Case & Report Mockup:	57 (93%)
		% of General Artifacts created:	123 (89%)
		% Requirements Traced to Test Cases:	0 (0%)

Requirements Traced: 438

Program Maintenance 5%
Shop and Compare 6%
Customer Relations 11%
Eligibility and Enrollment 25%
Exchange Infrastructure 31%
Financial Services 11%
Policy Management 11%

Requirements Not Traced: 30

Policy Management 3%
Program Maintenance 3%
Financial Services 10%
Customer Relations 54%
Exchange Infrastructure 30%

Observations: 91% of requirements have successfully been traced to

Observations: Out of the final 30 requirements that remain to be traced, the

Risks:	downstream artifacts and continue to be elaborated according to the SDLC. All functional areas are now strongly represented. None	**Risks:**	majority falls into Customer Relations and Exchange Infrastructure. Efforts to address these requirements are currently underway. 9% of the total requirements remain outstanding at the end of Release C RACS. Careful examination of planned artifacts is required to ensure complete coverage post Release C.

Overall Observations: There are a large amount of technical requirements that are targeted for coverage by one of the several technical plans still under development. Delays in the development of these artifacts will contribute to a low coverage percentage versus our timeline. In addition, there are currently no Detailed Design Documents or Test Cases developed. If these particular artifacts existed more requirements could be mapped more quickly. The Requirements Team is developing an analysis of percent complete for each requirement.

3. Infrastructure

Project:	**Infrastructure**	Reporting Period:	**5/11/2013 to 5/20/2013**	**Overall Status**
Lead:	**Jeff Drewes**	Planned Finish:	**TBD**	**Y**

Accomplishments This Period – 5/11/2013 to 5/23/2013

1. **Infrastructure Planning**
   Las Vegas Network.
      a. Network Hardware Shipped to Las Vegas Location
      b. ININ Call flow discovery
      c. ININ meeting with application team to identify IVR flow
   a. **Linux Server Builds/Upgrades.**
      a. Non-PROD and PROD servers handed over to app team.
   b. **Windows Server Builds.**
      a. Windows Servers built and ready for shipment to Las Vegas
   c. **MPLS Update**
      a. Dallas MPLS – May 24 is the target date for Verizon.
   d. **Plan Updates**
      a. SPEP, PSP, SPR, SSP, DRRPM, TMP, and CMP.

Planned Activities for Next Period – 5/24/2013 to 6/7/2013

1. **Infrastructure Planning**
   a. Continue working on technical Plans remaining: SPR, SSP
   b. Review Technical Management plans with team for completeness
   c. Continue development of infrastructure
   d. Work with DWSS to complete MPLS connectivity
   e. Work with DWSS to modify connectivity to allow for UAT testing from other sites. (Exchange, PMO, Carson Testing Center, Las Vegas Testing Center?)
   f. Continue maintaining Dev and QA environments
   g. Continue Stand-up Testing environment

Schedule

Overall Schedule Status			G
Milestones	**Due Date**	**% Comp**	**Status**
1. DELIVERABLE: Data Recovery and Retention Management Plan (DRRPM) Submitted – 2nd	4/30/13	100%	G
2. DELIVERABLE: Configuration Management Plan (chapter of PMP) Approved	4/30/13	100%	G
3. DELIVERABLE: Performance and Scalability Plan (PSP) Plan Approved	4/30/13	100%	G
4. DELIVERABLE: System Security Plan Submitted (SSP) (Final)	6/14/13	90%	G
5. DELIVERABLE: Support and Problem Escalation Plan (SPEP) Submitted – 2nd	4/30/13	100%	G
6. DELIVERABLE: Service Management Process (SMP) – Approved	4/30/13	100%	G
7. DELIVERABLE: IT Help Desk Monthly Report – Responding to comments	4/30/13	90%	G
8. Privacy Impact Assessment (Preliminary Draft) - Submitted	4/30/13	90%	G

Risks/Issues

Overall Risk/Issue Status				G
Risk/Issue	**Due Date**	**Owner**	**Status**	
Issues				
1. Verizon & AT&T Circuit Install Date for Las Vegas	5/24/2013	B. Irby	Y	
2. AT&T Circuit Install Date for Dallas	8/2013	B. Irby	Y	
Risks				
1) **External System Availability:** External systems, such as the CCIIO Hub, the HCR Eligibility Engine, and other state systems may not be ready in time to interface with the BOS solution.	TBD	TBD	Y	
2) **Readiness of State Systems:** Readiness of State systems (HCR Eligibility Engine, AMPS, NOMADS) to support implementation of the interfaces with the BOS.	TBD	TBD	G	

Action Items

Item	Due Date	Owner	Status
1.			

Items for Discussion

Item	Notes	Opened Date
1. None		

4. *Development and Configuration*

Project:	**Development and Configuration**	Reporting Period:	**5/11/2013 to 5/23/2013**
Lead:	**Jeff Drewes / Joe De la Cruz**	Planned Finish:	**TBD**

Overall Status

Y

Accomplishments This Period – 5/11/2013 to 5/23/2013

1. Portal Configuration

Work Package TFS Status	Total	% of Total
In Analysis (Track Team elaborating work packages to be coding ready)	0*	0%
Ready for Development	0*	0%
In Development	38	43%
Ready for QA/UAT/SIT	50	57%

Overall: for this reporting period, the development effort for Sprint 28 is running behind. It is estimated that the body of work required for 06/01 release will be 3 days late. Currently, 38 work packages are in development. The plan is to recover during the last week of May by accelerating QA and UAT efforts.

* All planned analysis and planning work for the 06/01 release has been completed as planned. The next reporting period will pull in the analysis work for the 08/01 release.

  a. Shop and Compare Track
  - Role-based permissions process ready and being rolled out on Fri 5/3
  - UX Front-End Style Guide was rolled-out to all developers with an escalation path to resolve issues instead of implementing a work-around.
  - Completed elaboration of work packages originally planned for Sprint 27 totaling 1,109 hours of estimated LOE.
  - UAT testing of Sprint 24, 25 and 26 Work Packages has been complete. One S1 bug has been reported and was sent back to development for remediation. Commitment to provide fixes on 05/10 – Track will re-test for SIT acceptance.
  b. Eligibility and Enrollment
  - Successful demonstration has been performed for all Sprint 26 stories
  - Development team completed working on stories for Sprint 27.
  - UAT was conducted by the track with not S1 issue found. All Work Packages from Sprint 24,25, and 26 have moved to "Ready for SIT"
  c. Finance Management Track
  - Successfully created new test accounts on the Master File and confirmed payment functionality on the portal.
  - Finance Track elaborated 10K series user stories to organize into work packages and successfully logged into the payment portal.
  - Received delivery of payment portal currently undergoing QA testing.
  d. Carrier Management Track
  - Sprint 27 stories completed.
  - Finished the elaboration and gap analysis between ACA plan designs and

Planned Activities for Next Period – 5/24/2013 to 6/7/2013

1. Portal Configuration

  a. Shop and Compare Track
  - Seven Work Packages are planned for Sprint 28, four are "In Analysis," and three are "Ready for Analysis." Analysis elaboration is on-track to be completed.
  - Conduct UAT of Sprint 27 Work Packages
  - Sprint 29 Elaboration
  - Track will assist with SIT planning.
  b. Eligibility and Enrollment
  - UX team is creating screens for Sprint 28 stories.
  - Planned Cross functional meetings with other tracks will continue to identify stories with dependencies and impacts outside the track.
  - Conduct UAT of Sprint 27 Work Packages
  - Sprint 29 Elaboration
  - Track will assist with SIT planning.
  c. Finance Management Track
  - Work Package containing Member Payment is currently in testing.
  - Working to finalize mandatory fields from 823 lock box transaction set file for GP. The next steps are to gather additional information related to the payment portal specifically URL, logo, color scheme. Five work packages are planned for elaboration in the coming period.
  - Continue to work with the Online Payment vendor to determine the best approach to collect merchant (convenience) fees
  - Conduct UAT of Sprint 27 Work Packages
  - Sprint 29 Elaboration
  - Track will assist with SIT planning.
  d. Carrier Management Track
  - The track is continuing to implement ACA plan design logic in their service interfaces.
  - Regulatory Compliance track will create QA Compliance checklist, conduct an internal update of HIPAA documents, and continue gap analysis review with NV KPMG.
  - Conduct UAT of Sprint 27 Work Packages

existing plan designs

2. Streamlined Application and Interface Development

   a. Planning

   - Completed iteration 7 & 8 retrospective review; reprioritized tasks to accommodate new IFP membership database scope. Identified impact of delayed delivery for QLEs, ToolTips (complete content); planning to obtain decision on MelissaData for first version delivery in June
   - Completed analysis & preliminary design for Qualifying Life Events, Household Composition AppFlow
   - Completed user stories and design documentation for IFP membership database; obtained new scope to ensure 6/1 delivery is met
   - Developed work items for iterations 7, 8, and 9; focus is on defect resolution, final PageFlow/AppFlow updates, and integration with CHOICE infrastructure (membership database, QuotIt engine), HCR-EE.
   - Prepare for final iteration (10) and testing prep for final integration prior to BOS SIT.

   b. Design/Development

   - Resolved all High and Critical defects from iterations 4 through 7; continued retesting iteration 8 fixes
   - Completed Design/Development of iteration 7: Review Application updates, AppFlow updates, QLE initial analysis
   - Completed Design/Development of Iteration 8: Global config, Screener pages; Household Comp changes; Privacy Notice; Tooltips; Qualifying Life Events
   - Resolved integration issues with platform, account authentication and overall login functionality introduced
   - Reviewed and provided feedback on potential issues with page looping for PageFlow functionality released
   - Sent 2 Key Development Team members to CHOICE offices to facilitate collaboration for IFP membership database design discussions; reviewed development approach and made decisions where necessary to proceed efficiently. Key Developers at CHOICE 2-3 days per week for two weeks (21-23, 28-30 May) to complete IFP membership database development in time as newly added scope for the IFP Team

   c. Training

   - Developed content of IFP End User Guide training documentation
   - Completed review of version 1 of End User Guide; feedback from XEROX Training Manager incorporated into version 2
   - Prepared version 2, incorporated completed features per schedule

3. Technical & Interface Planning Management

   a. Configuration

   - Wired EligibilityEngineService into the HSS configuration store for the HCR EE endpoint.

   b. Development

   - Refactored the HCR EE contract based on feedback from Deloitte.
   - Updated the test data provider for the EligibilityEngineService to provide dummied eligibility results.
   - Completed the IFP Membership domain user story.

2. Streamlined Application and Interface Development

   a. Planning

   - Complete iteration 9 retrospective review; review overall IFP status to reprioritize final iteration as needed; review resource needs/impact for IFP membership database new scope
   - Develop work items for iteration 10; final disposition of work items in TFS
   - Complete planning for iteration 11, establish final release schedule
   - Prepare for final iteration (10) and testing prep for final integration prior to BOS SIT.

   b. Design/Development

   - Resolve all High and Critical defects for iterations through 9
   - Complete Design/Development of Iteration 9: On Behalf Of; Legal language for Sign & Submit; QuotIt integration; MelissaData
   - Complete IFP membership database development and testing
   - Complete Design/Development of Iteration 10: Retrieve and Update User Data (membership) for all pages/screens of IFP; Final changes, refactoring; final defect resolution
   - Complete SDD version 2 for KPMG delivery on 24-May; near-final version will be pending updates from final cycles of design/development
   - Begin design for Iteration 11: CRM integration; Cost Service Reduction (CSR) overrides; XTCM updates

   c. Training

   - Submit version 2 of Training documentation to Training Coordinator for review on 27-May

3. Technical & Interface Planning & Management

   a. Configuration

   - Complete wiring of EligibilityEngineService into the HSS configuration store for the HCR EE endpoint.

   b. Development

   - Complete development of the NOMADS/BOS interface. (Contingent on Deloitte completing their work.)
   - Complete development of the ResponseService; integrate with Membership functionality once CHOICE develops that.

- Completed the IFP Membership domain design artifacts
- Worked out the details for passing PDFs (of the single streamlined application) to DWSS through the HCR EE
- Provided IFP integration requirements to the XTCM team
- Began development of the NOMADS/BOS interface. (Contingent on Deloitte completing their work.)
- Began development of the ResponseService, with stubs around the Membership functionality while CHOICE develops that
- Worked out the details of getting connected directly to the Federal Hub for purposes of consuming the Remote Identity Proofing and Multifactor Authentication services
  c. Technical Plans
    - TMP (plan & narrative) development support provided for submission for client/comment review cycle
    - SMP approved
    - CMP approved
    - SDD DED submitted for QA & hand off to the requirements team
    - SPEP, PSP, DRRPM are in client/comment review cycle; expected to be approved this week

- Pass PDFs (of the single streamlined application) to DWSS through the HCR EE.
- Get connected directly to the Federal Hub for purposes of consuming the Remote Identity Proofing and Multifactor Authentication services

4. **Data Warehouse & Reporting**
    a. Continued integration with Development team – architects are still requesting changes to the Membership schema
    b. Waiting for feedback from Jeff D on the CMS ERD document I sent him a week ago.
    c. Analyzed impact of the CMS EDI 820 changes to the current 820 – it builds on the current EDI 820 but adds a bunch of additional data for each subscriber. We will need to ensure that the required data is in the database.
    d. Development of Dashboards to start as soon as environment/DW is set up.
    Standard Reports (18 Suites):
    e. Categorized requirements into BI Reporting Areas - 95% Complete
    f. Mockup Development– 85% complete
    g. Documentation (Technical Req. Documents) – 60% Complete
    h. Internal Review Sessions – 85% Complete
    i. Client Review Sessions – 60% Complete
    j. 4 Report Suites approved by client to date
    k. 11 Report Suites pending updates from client prior to final approval.
    l. 3 Report Suites awaiting client review and signoff.
    m. Development – 0% Complete

4. **Data Warehouse & Reporting**
    a. Participate in NV report definition meetings with Xerox
    b. Deploy the NV Data Warehouse to the NV Development DB server
    c. Continue working with all teams to integrate Dev with the HIX database
    d. Update CMS ERD based on feedback received.
    e. Add ERD section on Natoma IFP eligibility database
    f. Next Client Review Session scheduled for 5/28
    g. CCIIO reporting requirement meeting being scheduled for 5/24.

Schedule

Overall Schedule Status	G			
Milestones		**Due Date**	**% Comp**	**Status**
1. DELIVERABLE: System Design Document Phase I submitted (initial CMS version for 6/7)		6/30/13	10%	Y
2. DELIVERABLE: System Design Document Phase II submitted		8/13/13	0%	G
3. ERD Diagram		6/7/13	50%	Y

Risks/Issues

Overall Risk/Issue Status	Y			
Risk/Issue		**Due Date**	**Owner**	**Status**
Issues				
1.				
Risks				
1. Development velocity		04/01/2013	Xerox	Y

Action Items			
Item	*Due Date*	*Owner*	*Status*
1. None			

Items for Discussion		
Item	*Notes*	*Opened Date*

5. Testing

Project:	**Testing**	Reporting Period:	**5/11/2013 to 5/23/2013**	**Overall Status**
Lead:	**Tanbir Pathania /Jeff Drewes**	Planned Finish:	**TBD**	**Y**

Accomplishments This Period – 5/11/2013 to 5/23/2013	Planned Activities for Next Period – 5/24/2013 to 6/7/2013

1. Test Planning/Coordination
   a. Test Management Plan
     • Responded to Test Management Plan comments and resubmitted for approval.
   b. Exchange/DWSS Test Coordination
     • Continue working with DWSS, Deloitte, PCG and the Exchange on UAT preparation.
     • Started discussions around getting other testing
   c. Test Results Planning
     • Discussed the need to share test results with CMS
     • Discussed with PCG the process around being certified by the IV&V vendor for Wave III testing
	1. Test Planning/Coordination
	   a. Test Management Plan
	     • Respond to any further comments on the Test Management Plan
	     • Revise schedule in coordination
	   b. Exchange/DWSS Test Coordination
	     • Continue meeting with DWSS regarding test coordination for UAT
	     • Researched the possibility of getting access to the Exchange Server for access to Bugzilla for HCREE testing.
	   c. Test Results Planning
	     • Explore needed CALT reports and discussion with DWSS

2. Portal Testing
 	
   a. 19 work packages went through QA/UAT this period resulting in 29 work packages in a ready for "System Integration Testing" status.
   b. Approximately 360 bugs have been identified during QA and UAT testing. Of those 172 remain open and 188 have been closed. 23 of the 172 open bugs are categorized as a Critical or High priority.
   c. 15 Scenarios, 58 test cases identified
	2. Portal Testing
	   a. Conduct UAT Testing on 29 work packets from Sprint 27
	   b. Confirm test scenarios for Sprint 28 representing approx. 35 work packages
	   c. Additional SIT scenarios and test cases to be developed

3. IFP Testing
   a. Completed test script development for iterations 8 and 9, start iteration 10 test script planning
   b. SIT Test Scenario summary spreadsheet reviewed with Tanbir; identified mapping of test scenarios for IFP to CMS test data/profiles
   c. Completed first round of INT testing for iterations 7 and 8
   d. Completed retesting of iterations 4-6; <5 High and 1 Critical defects open
   e. Testing delayed by platform, account, authentication, and issues resolved 20-
	3. IFP Testing
	   a. Complete test script development for iterations 9 and 10; start iteration 11 test planning
	   b. Complete testing of iteration 9; plan for start of iteration 10 testing
	   c. Complete demo-ready testing in preparation for possible demo on 1-June
	   d. Complete retesting of iterations 7-9; no High or Critical defects remaining
	   e. Final regression testing, preparation for CMS walkthrough on 13-15 June
	   f. Participate in Wave III testing with DWSS and Deloitte for HCR-EE.

Trend of Bugs created and closed

May
    f.   Completed final version of IFP Test Plan
    g.   24 Scenarios and 33 test cases identified.

4.   Interface Testing
    a.   Working with Deloitte on the E1 to E3 interfaces. Identified an issue with the MTOM. Potential fix for this was deployed on 5/21.

5.   IVR Testing
    a.   Identification of test cases to mimic and validate the options provided to the caller and the individual flow

6.   CRM Testing
    a.   Test cases will test 8 workflows that CRM team will automate

7.   Infrastructure Testing
    a.   TBD

4.   Interface Testing
    a.   IFP testing from the Web page back to the HCR-EE and back into the CMS HUB. Fed HUB apparently was not function for Wave III as planned.

5.   IVR Testing
    a.   Test the services available during the scheduled hours vs. off hours

6.   CRM Testing
    a.   identify scenarios to test the CRM integration with portal / database

7.   Infrastructure Testing
    a.   TBD

Schedule

Overall Schedule Status	G		
Milestones	**Due Date**	**% Comp**	**Status**
1. DELIVERABLE: Test Management Plan submitted	4/30/13	90%	G
2.			

Risks/Issues

Overall Risk/Issue Status	G		
Risk/Issue	**Due Date**	**Owner**	**Status**
Issues			
1.			
Risks			
1. **Testing**: Identifying the resources that are required to conduct testing on the Exchange.	TBD	Jeff	Y
2. BOS Testing Plan and UAT Activities (IV&V)	TBD	Jeff	Y

Action Items

Item	Due Date	Owner	Status
1.			
2.			

Items for Discussion

Item	Notes	Opened Date
1.	•	

6. *Implementation*

Project:	**Implementation**	Reporting Period:	**5/11/2013 to 5/23/2013**	**Overall Status**
Lead:	**Matt Benton**	Planned Finish:	**TBD**	**Y**

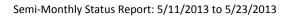| Accomplishments This Period – 5/11/2013 to 5/23/2013	Planned Activities for Next Period – 5/24/2013 to 6/7/2013

1. **Implementation Planning**
  a. Implementation Plan Deliverable
   • Continued refinement of the Implementation Plan
   • Continued refinement of project organization model as well as operations organization model
   • Continued identifying organizational transition activities related to moving from project to operations
   • Continued updating roles/responsibilities
  b. Readiness Assessment Checklists
   • Gathered internal feedback on readiness checklist
   • Updated Readiness checklists based on feedback received
   • Started tracking initial level of readiness for key project areas
 	
2. **Training**
  a. Training Plan approved
  b. Continued scheduling and conducting meetings with solution owners to discuss plan, strategies and schedules for creating necessary training materials
  c. Continued to identify existing subject matter or solutions on which training can begin being developed
  d. Met with Exchange regarding need to assist with Navigator, et al. Certification program
  e. Revised sub-training plans due to changes in approach to Navigator, et al. training
  f. Conducted interviews for Learning and Development Specialist Positions (2)
  g. Conducted interview for Technical Writer Position (1)
  h. On-board 3 of 4 received Business Analysts received as a result of the carve-out
 	
3. **Contingency Planning**
  a. Updated Contingency Plan and Scenario Matrix to incorporate feedback received from exchange and IV&V
  b. Re-submitted Contingency Plan and Scenario Matrix for approval
  c. Received approved Contingency Plan and Scenario Matrix from Exchange
 	
4. **Continuity Planning**
  a. Continued developing Business Continuity Plan
   • Discussed structure of business continuity plans across multiple solutions
 	
5. **Gate Reviews**
  a. Continued support for Gate Reviews
	1. **Implementation Planning**
	  a. Implementation Plan Deliverable
	   • Continue refining Implementation Plan deliverable
	   • Submit refined Implementation Plan to Exchange for the FDDR
	   • Update plan based on Exchange feedback
	   • Refine organizational models
	   • Continue developing organizational transition activities
	   • Conduct joint sessions with DWSS/Deloitte regarding Implementation coordination activities
	  b. Readiness Assessment Checklists
	   • Continue reviewing draft of readiness checklist with solution owners via e-mail
	   • Continue conducting level of readiness assessments for key solution areas
	
	2. **Training**
	  a. Submit preliminary Training Document Control List
	  b. Submit preliminary Sub-training Plans
	  c. Submit preliminary Training Materials outlined on Document Control List
	  d. Complete detailed training Project Schedule
	  e. Continue to schedule and conduct meetings with solution owners to discuss plan, strategies and schedules for creating necessary training materials
	  f. Complete review of draft Navigator, et al. Training Course from A.D. Banker and submit suggested edits, revisions, and additions.
	  g. Begin development of lesson plans
	  h. Make hiring recommendations to Hiring Manager (Bill DeLange) for Training Specialists (2) and Technical Writer (1)
	  i. On-board remaining 4th Business Analyst expected to receive as a result of the carve-out
	
	3. **Contingency Planning**
	  a. Contingency Plan
	   • Continue to update the Contingency Plan (as needed) for the June FDDR
	
	4. **Continuity Planning**
	  a. Business Continuity Plan
	   • Meet with internal team to review format/structure of plans
	   • Continue developing business continuity plans
	
	5. **Gate Reviews**
	  a. Support team in tracking FDDR artifacts

b. Continued tracking of artifacts due at FDDR and ORR
c. Continued prep activities for the FDDR in June

b. Continue prep for FDDR in June

Schedule

Overall Schedule Status	G		
Milestones	**Due Date**	**% Comp**	**Status**
1. DELIVERABLE: DRAFT Implementation Plan & Readiness Assessment Submitted (for CMS Submission)	3/28/13	100%	G
2. DELIVERABLE: Implementation Plan	Monthly Updates	90%	G
3. DELIVERABLE: Training Plan Submitted	4/30/13	90%	G
4. Go-Live Readiness Checklist	Monthly Updates	90%	G
5. DELIVERABLE: Contingency Plan Submitted	4/30/13	100%	G
6. DELIVERABLE: Contingency Scenario Matrix Submitted	4/30/13	100%	G
7. DELIVERABLE: Business Continuity Plan	TBD	50%	Y

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Risks/Issues

Overall Risk/Issue Status	G		
Risk/Issue	**Due Date**	**Owner**	**Status**
Issues			
1.			
Risks			
1. Changes to Scope: Unknown guidance from CMS and/or legislative changes in the state may impact the project scope.	TBD	TBD	Y

Action Items

Item	Due Date	Owner	Status
1.			

Items for Discussion

Item	Notes	Opened Date
1.	•	

Nevada Exchange Project Status Meeting

Meeting Called By: Shawna DeRousse	**Date:** 5/23/2013	**Starting Time:** 8:30 am	**Ending Time:** 10:30 am

Meeting Place / Call-in: Exchange - Carson City Conf Room (877-402-9753, Access Code: 2459998)

Facilitator: Shawna DeRousse **Record Keeper:** Amanda Hutchinson **Timekeeper:** N/A	**Attendees:**

Attendees:

- ☑ Shawna DeRousse
- ☐ Jon Hager
- ☐ George McNeil
- ☑ CJ Bawden
- ☐ Damon Haycock
- ☐ Nova Murray
- ☑ Pauline Palmer
- ☑ Laurie Thornton

- ☑ Bill DeLange
- ☑ Kim Johnson
- ☑ Shane Gruchow
- ☑ Jeff Drewes
- ☑ Matt Benton
- ☑ Earl Burba
- ☑ Anthony Montero
- ☑ Amanda Hutchinson
- ☑ Shishir Kumar
- ☑ Joe De la Cruz
- ☑ Chuck Long
- ☑ Ray Riley
- ☑ Imran Moin
- ☑ Julie Ingalls-Sherrill
- ☑ Dan Green
- ☑ Lindsey Swinehart
- ☑ Diana Longo
- ☑ Tanbir Pathania
- ☑ Jim Gabris
- ☑ Anil Pillai

Agenda

Time	Agenda Topic	Discussion Leader	Discussion Points
8:30 – 8:35	Review and Approval of Previous Meeting Minutes	Bill DeLange	• Bill kicked off the meeting at 8:31 am

Time	Agenda Topic	Discussion Leader	Discussion Points
8:35 – 10:20	Project Status	Xerox Team Leads	**1. PMO** • Kim provided an update on resources. A document specialist and writer will be joining, but still trying to fill Michelle's role. A PMO support position is starting the 28th • Kim noted the facility in Henderson is still delayed with the Verizon issues, but they are continuing to set up the facility. • Shawna asked what the Verizon issue is and what is needed for UAT from here. • Jeff noted UAT in Carson City does not go through Henderson at all. • Kim noted the full update to the schedule will be provided by Bill. • Shawna noted they need it in Project. • Shawna clarified if IV&V has access to SharePoint, they do. • **ACTION ITEM: KIM TO SEND 3 WEEK EXTRACT IN PDF** • Kim is working on consolidated version of the PMP for the Gate Review • **ACTION ITEM: SHAWNA TO REVIEW PROJECT MANAGEMENT OVERVIEW FOR PMP FOR UPDATES BEFORE THE GATE REVIEW.** • IV&V asked when the Gate Review was and if they needed to provide anything. • Shawna clarified the date and stated nothing is needed from IV&V. • Imran noted they have all the documents for the FDDR, a meeting will be held next week. • **ACTION ITEM: IMRAN TO SET UP TIME WITH SHAWNA TO REVIEW THE LIST** • Shawna asked about meeting on Change Control, Dan said it would be after this meeting

Time	Agenda Topic	Discussion Leader	Discussion Points
			2. Requirements • Matt reviewed items in the status report. • Matt noted the plan is to update RTM and RSD going forward as changes occur. • Matt noted the team will continue to update DOORS for traceability through testing. • Matt noted the team is currently working on the SDD and will be prepared to submit a draft by the 7th. • Matt reviewed the stats on the dashboard. • Shawna noted the Exchange is reviewing the RSD to verify the comments have been incorporated. They know they are past the deadline, but are working on it **3. Infrastructure** • Jeff reviewed the highlights from the status report. • Jeff noted a CSR can look at FTI. • Jeff noted all elements should be available by UAT. • Shawna noted they can use the state testing facility for UAT. • CJ asked about the 1-800 number. • Bill noted number is signed as of Wednesday, but have to confirm it. • CJ asked if it was a vanity number. • Shawna noted it is not. **4. Development & Configuration** • Joe reviewed the stats for the Portal • Joe noted they are tracking towards the 6/1 date • Joe noted in the next report the 8/1 stats will be included • CJ noted KPS3 will be done by Friday • Jeff noted UI is hooked up to Deloitte services and scheduled

Time	Agenda Topic	Discussion Leader	Discussion Points
			for Tuesday to test those through HCR-EE
			• Jeff noted they will test the 100 data sets provided by CMS.
			• Pauline stated it has to be CMS data, we can't create our own.
			• Jeff noted the 25 provided so far are fairly complex and will be a challenge to follow through the data sets.
			• Jeff reviewed Data Warehouse and Reporting section.
			• Jeff asked Anthony about the status of the SDD.
			• Anthony noted they feel comfortable in their ability to get all the content by Friday except for ININ which will be sent on the 28th.
			• Pauline asked about IV&V reviewing.
			• Shawna noted IV&V will be getting at the same time as CMS and will be a very early draft.
			5. Testing
			• Jeff noted they are addressing the comments in the Testing Plan and should be back to the Exchange by today and tomorrow.
			• Dan noted they are planning to complete the DEV for the first SIT by next Friday.
			• Dan noted still on to have environment set up for June 4th date.
			• Dan noted testing for portal will occur on the 3rd week of June, it will not happen on June 5th as originally scheduled.
			• Shawna asked if anything new will be ready for FDDR.
			• Dan noted this will be part of the schedule update.
			• Shawna asked if the schedule on SharePoint will be the most current version and wants to make sure it's not 3 to 4 weeks old.
			• Dan noted the updates will be more frequent.
			• Pauline noted they are feeling better about UAT but would like to see more about the plan and administration of the plan in the status report. Example, where are the testers coming from.
			• **ACTION ITEM: TANBIR TO ADD INFORMATION ABOUT UAT IN TESTING SECTION OF STATUS REPORT**

Time	Agenda Topic	Discussion Leader	Discussion Points
			6. Implementation
			• Matt noted the focus is on finalizing the org structure for go-live and post go-live.
			• Matt noted the Training plan was approved and sub-plans and training material content are now being developed.
			• Matt noted the team will be updating the Contingency plan as new scenarios come up.
			• Matt noted they are targeting 6/7 for Continuity Plan
			• Matt noted logistics are still being worked through, like where the Command Center will be.
			• Shawna asked that meetings for June start being booked now as space will run out.
			• Pauline asked about availability of training materials for UAT.
			• Shawna noted they will talk about it.
			• Pauline asked about the Contingency Plan of what happens if not 100% ready for Go-Live. Have they reviewed what is essential and what the Exchange can live without?
			• Shawna stated that yes, they have had those discussions.
			• Pauline would like DWSS and the Exchange to talk.
			• Shawna asked that it be added to the meeting this afternoon.
10:20 – 10:25	Next Meeting	Bill DeLange	•
10:20 – 10:25	Other Business	Bill Delange	• **ACTION ITEM: AMANDA TO ADD CARRIER ONBOARDING TO NEXT STATUS REPORT**
			• Shane reviewed Carrier Onboarding status
10:25 – 10:30	Wrap-up	Bill DeLange	• Meeting ended at 9:40 am